



**ADMINISTRATOR PRUITT SPEAKER REQUEST FORM**  
**U.S. Environmental Protection Agency**

<b>Deadline for Acceptance:</b>	<u>[Publication or otherwise; please see details below]</u>
<b>Event Title:</b>	<u>[Enter Here]</u>
<b>Speech Date:</b>	<u>[Day of the Week, Month Date, Year]</u>
<b>Is the Above Date Flexible:</b>	<u>[Yes/No]</u>
<b>Speech Time &amp; Duration:</b>	<u>[#:##am/pm - #:##am/pm]</u>
<b>Speaker Requested:</b>	<u>Administrator Scott Pruitt</u>
<b>Would You Consider a Surrogate:</b>	<u>[Yes/No]</u>
<b>Event Location:</b>	<u>[Location Name]</u> <u>[Street Address, City, State, Zip]</u> <u>[Location Telephone Number]</u> <u>[Room Name/Number]</u>
<b>Open Press/Closed Press:</b>	<u>[Open/Closed/TBD]</u>
<b>Is Event Webcast/Recorded/Transcribed:</b>	<u>[Yes/No] [If Yes, please specify]</u>
<b>Purpose of the Event:</b>	<u>[Enter Brief Description]</u>
<b>Speech Topic:</b>	<u>[Topic]</u>
<b>Requested Presentation Format:</b>	<u>[Keynote, Panel, Q&amp;A, Introduction]</u>
<b>Dress Code:</b>	<u>[Casual/Business/Black Tie Optional/Black Tie/Other]</u>
<b>Speech/Presentation Duration:</b>	<u>[Length of Remarks]</u>
<b>Teleprompter Available:</b>	<u>[Yes or No]</u>
<b>Microphone / Room Setup:</b>	<u>[What kind of microphone will be used? What is the room setup?]</u>
<b>Event Sponsor:</b>	<u>[List all Sponsors]</u>
<b>Relationship to the EPA:</b>	<u>[Enter Here]</u>
<b>Event Agenda/Program:</b>	<u>[Time: Program/Agenda Item]</u> <u>[Time: Program/Agenda Item]</u> <u>[Time: Program/Agenda Item]</u> <u>[Time: Program/Agenda Item]</u>
<b>Honorable Guests Attending:</b>	<u>[Name/Title]</u>
<b>Notable Federal, State or Local Appointed or Elected officials attending:</b>	<u>[Name/Title]</u>
<b>Individual Introducing Administrator:</b>	<u>[Name/Title]</u>



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**Person to contact for speechwriting purposes:** [Name/Title]  
[Email]  
[Office Number]  
[Cell Number]

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**Person to contact for media purposes:** [Name/Title]  
[Email]  
[Office Number]  
[Cell Number]

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**Origin of Invitation:** [Name/Title]  
[Email]  
[Office Number]  
[Cell Number]

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**Day of Event Point of Contact:** [Name/Title]  
[Email]  
[Office Number]  
[Cell Number]

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**Security Contact:** [Name/Title]  
[Email]  
[Office Number]  
[Cell Number]

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**Is the organization or host of the event a registered 501(c)(3), (4), or has a 527 Political Action Committee (PAC):**

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**Will there be a presentation of a "gift" to the Administrator?**

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**If so, what is the US currency value of the gift?**

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**Will a meal be provided, if so what is the US currency value?**

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**Please return this form completed to [scheduling@epa.gov](mailto:scheduling@epa.gov) and Sydney Hupp ([hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)).**